



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|--|---|--------------------------------------|
| Application Date | 1. Agency Address Department of Education Office of Vocational Education Division of Program Development 333 State Office Building Atlanta, Georgia 30334 | Application Number 81-101 | |
| Application Number | | Date Received FEB 5 1981 | Date Completed FEB 11 1981 |
| 2. Person to Contact John H. Lloyd, Jr. | | Working Title Division Director | Telephone Number 656-2547 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest Latest 1970's To Date | | 5. Records Series Title (followed by title used in office, if different) Vocational Program Development General Correspondence (A-Z) Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Program Development Division is responsible for the design and development of the State vocational evaluation system; for conducting or contracting all research, exemplary and innovative programs and curriculum development activities in the State through the RCU (Research Coordinating Unit); for the development of vocational curriculum materials; for providing leadership and support services of student personnel services programs; for coordinating vocational staff development; and for developing and distributing various vocational publications and materials through a vocational media center. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: answering routine letters of inquiry or requests for information from the general public. Included are: routine letters of inquiry, requests for information, letters of appreciation, to and from the general public. File is arranged: chronologically by calendar year; thereunder alphabetically by subject. | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>seldom</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|-----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | N/A | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office Reference Requirements

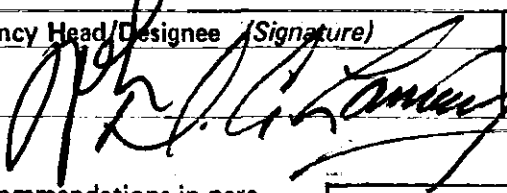
12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

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|--|-------------|--|---------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| X  | Feb 3, 1981 | Walker L. Baumgardner | 2-3-81 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 2-10-81 |
| | | Secretary of State/Designee | 2-9-81 |
| | | Attorney General/Designee | 2-10-81 |